



Job description for the position of

## PART-TIME GRANT WRITER

### POSITION SUMMARY

The function of a Grant Writer is to gather documentation and fulfill the necessary requirements of various funding entities to formally seek funding on behalf of Newhouse.

The Newhouse grant writer position is part-time. This position requires: well written, coherent, organized, and compelling proposals. The grant writer position will report to the Vice President of Program Funding. Preferred applicants are deadline-driven team players with outstanding multitasking abilities

### PRINCIPAL ACCOUNTABILITIES

- Displaying adherence to Newhouse's mission.
- Maintaining proficient knowledge of the organization's history, programs, goals and financial needs.
- Assisting with the execution of the development department's strategy.
- Research and identify grant funding opportunities.
- Writing, submitting, and managing grant proposals.
- Furnishing prospective funders with supporting documents.
- Manage the writing and timely submissions of grant reports.
- Maintaining records in hard copies and computer database (Neon).
- Participating in monthly development team and supervisor meetings.

### KEY PERFORMANCE AND SKILLS NEEDED TO ACHIEVE GOALS

<b>Flexibility + Adaptability</b>	Is open to new ways of working, ideas and processes. Adapts quickly and effectively to new environments, people, and responsibilities. Readily adapts to stressful situations and factors outside of his/her control.
<b>Team Building</b>	Communicates the vision and objectives through behaviors and actions. Encourages and supports individuals through change. Fosters an environment that encourages sharing ideas and accomplishing goals as a team.

<b>Boundaries + Self Care</b>	Models appropriate boundaries with residents, staff, and visitors. Maintains appropriate work and personal life boundaries; actively practices self-care and seeks assistance when feeling overwhelmed.
<b>Communication (Verbal + Written)</b>	Expresses views constructively in a fluent, clear, logical manner, with enthusiasm and confidence. Communicates openly and honestly and promotes an exchange of ideas. Is an effective listener – listens openly without interrupting. Shows tact, courtesy and diplomacy in dealing with others. Delivers information effectively in a variety of formats. Is succinct in communications, recognizing time is a valuable resource for all.
<b>Documentation</b>	Exhibits a clear understanding of the importance of documentation. Is able to efficiently navigate the organization’s database and completes documentation in a timely manner.
<b>Relationship Management</b>	Uses appropriate interpersonal communication methods to work effectively with peers, residents, and community organizations to meet mutual goals and objectives, builds networks to obtain cooperation. Understands that the environment at Newhouse is one of trauma healing and recovery and interactions with our residents need to be handled sensitively and with a Trauma Informed Care lens.
<b>Decision Making + Problem Solving</b>	Obtains information and identifies key issues relevant to long-term goals. Actively plans, leads and develops with others for the success of the program. Diligently thinks through problems and can select appropriate alternative courses of action to create a solution.
<b>Stress Tolerance</b>	Is even-tempered and keeps control of his/her emotions and behaviors, even in high-pressure situations. Maintains a positive attitude despite stress and frustration. Works effectively under pressure and approaching deadlines. Has a calming influence on others in stressful situations.
<b>Financial Management</b>	Demonstrates an understanding of fiscal responsibility and the impact of budget performance on the operation. Monitors spending and tracks expenses appropriately against the budget. Participates in developing department budget and proposing team structure and salaries.
<b>Creativity + Innovation</b>	Recognizes and generates innovative solutions to challenges (thinks “outside the box”). Seeks to challenge the status quo and traditional assumptions to improve service delivery, efficiencies, and effectiveness. the way things are done. Fosters a working environment that encourages creative thinking and innovation. Is not afraid to take calculated risks and learn from mistakes. Balances creative thinking with practical application.
<b>Confidentiality</b>	Properly maintains the privacy of all client’s personal information and readily adapts to new procedures to ensure confidentiality is achieved.
<b>Change Management</b>	Continuously seeks and encourages others to seek opportunities for different and innovative approaches to addressing organizational challenges, advocates the need for self or others to seek a better way to address work processes.

<b>Functional Expertise</b>	Has the functional competence (skills & knowledge) to be effective in his/her job. Keeps up to date with ongoing learning/studying. Actively seeks assignments and other on-the-job opportunities to improve self. Shares competence willingly with others.
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## WORK CONDITIONS

Physical requirements are those present in normal office environment conditions. Employee is required to sit at a desk and work at a computer for long periods of time. This position requires walking, sitting, standing, and climbing stairs. Operational flexibility is required to meet sudden and unpredictable needs.

## EDUCATIONAL REQUIREMENTS

A bachelor's degree earned from an accredited college or university in creative writing or related field, or an extensive proven track record in grant writing.

## EXPERIENCE, ABILITIES + QUALIFICATIONS

- Experience in domestic violence preferred but not required.
- Minimum 2+ years of grant writing experience.
- Strong research skills.
- Proficient with MS Office, Word, and Excel.
- Excellent knowledge of fundraising information sources.
- Excellent communication skills, both verbal and written.
- Knowledgeable in virtual meetings and document sharing platforms.
- Adhere to national standards in fundraising ethics and confidentiality.
- Strong people skills.
- Flexibility in solo versus group work hours.
- Excellent organizational skills.
- Ability to meet deadlines.

## BENEFITS

- 401k opportunity with Newhouse match after 1 year and 1,000 hours of service.
- Agency-owned technology device for remote office.
- Accrual of 10 hours per month in PTO hours for vacation, sick, or fun days out.
- Homecooked meals on-site during kitchen hours.
- Newly renovated workspace, with COVID-cleaning procedures, available if wish to work on-site.

## AT WILL EMPLOYMENT

There is no minimum period of employment guaranteed or implied by acceptance of an employment offer. It is the policy of Newhouse that employment is at will, which means that employment is for no specific term and that employment may be terminated by the employee or Newhouse at any time without cause.

Please submit a resume and cover letter, which includes your salary requirements and your favorite successful grant-related story, to Christy Wineland, Newhouse Vice President of Program Funding, at [Christy@newhousekc.org](mailto:Christy@newhousekc.org). Please state "Part-Time Grant Writer Position" in the subject line of your email."

## EQUAL OPPORTUNITY + AFFIRMATIVE ACTION EMPLOYER

Newhouse is an equal opportunity and affirmative action employer. We celebrate diversity and know that in serving a diverse population and employing a diverse team, we position our organization and community to thrive. We promote diversity of thought, culture and background and are committed to a work environment that gives voice to, supports, inspires and respects all individuals.

Employment at Newhouse is solely based on a person's aptitude, qualifications and professional competence. We do not discriminate on the basis of race, color, ancestry, national origin, religion or religious creed, mental or physical disability, medical condition, genetic information, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, gender expression, age, marital status, military or veteran status, citizenship, or other characteristics protected by state or federal law or local ordinance.

**Note: This position description is not intended to be all-inclusive. You may be required to perform other related duties within your skill set as negotiated and/or directed to meet the ongoing needs of your department and the organization.**

I have read and understood the duties and expectations as described in this position description.

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Employee Name

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Date